



Disciplinary Action Incident Report West Frankfort Police Department

Name of Employee: Amanda Marlow #387

Job Classification: Patrol Officer

Department: West Frankfort Police Department

State exactly what originally happened; when it happened, who was involved, witnesses, and what rule, policy, statute, or contract clause is involved: Officer Marlow has been served notice of Civil Suit for non-payment of bills on two separate occasions at the West Frankfort Police Department. One of these notices was from the City of West Frankfort, her employer, for outstanding water bills and the other was from her former landlord Jeremy Young for outstanding rent, water bills, and damages to the residence she was renting from him. This brings a negative light on Officer Marlow, this department, and the profession of law enforcement. This is in direct violation of WFPD Policy 2.5, Code of Professional Responsibility, Article 6 - Private Conduct - The law enforcement officer shall be mindful of his/her special identification by the public as an upholder of the law. Laxity of conduct or manner in private life, expressing either disrespect for the law or seeking to gain special privilege cannot reflect upon the police officer and the police service. The community and the service require that the law enforcement officer lead the life of a decent and honorable person. Following the career of a police officer gives no special perquisites. It does give the satisfaction and pride of following and furthering an unbroken tradition of safeguarding the American Republic. The officer who reflects upon this tradition will not degrade it. Rather, he/she will so conduct his private life that the public will regard him as an example of stability, fidelity and morality, WFPD Policy 2.8, Professional Conduct, Section 2 - employees will avoid behaviors and practices that cause the public to question individual employee or agency integrity, and Section 4 - Officers are governed by ordinary and reasonable rules of good conduct and behavior whether on or off duty. Officers will always demonstrate morals and values expected by the community and will not commit any act that could adversely affect the department, and WFPD Policy 2.9, Rules of Conduct, Section 2.4 - Conduct and Behavior - Officers and employees whether on-duty or off-duty will follow the ordinary and reasonable rules of good conduct and behavior and will not commit any act in an official or private capacity tending to bring reproach, discredit or embarrassment to their profession or the department. Officers and employees will follow established procedures in carrying out their duties as law enforcement officers and employees of the department.

Action Recommended by the Department Head

In determining the recommendation for disciplinary action, the employees' previous behavioral problems, past performance and length of service will be taken into consideration.

(1) ☐ Verbal Warning Only

(3) _____ Work Day(s) Suspension

(2) ☒ Written Reprimand

From _____ To _____
mo. day year mo. day year

(4) Other _____

(Note: No action is to be taken until a review has been made by Labor and Employee Relations)

Signature of person preparing report Craig Johnson Date 01/27/2023

Signature of Department head _____ Date _____

Employee Remarks _____

Signature of Employee Amanda Marlow Date 1/27/23

(The signature of the employee acknowledges receipt of this form; it does not mean agreement with its content.)